



7 February 2002

**Administrative instruction amending administrative instruction
ST/AI/2000/20**

Official travel

Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/2000/20, entitled "Official travel".

Section 4.5, governing the approval, on an exceptional basis, of a higher standard of accommodation for air travel, is amended by adding a new sentence to the end of the section as follows:

"4.5 ... Such requests shall be made through the submission of form TTS.3."

The present instruction shall enter into force on 15 February 2002.

(Signed) Joseph E. Connor
Under-Secretary-General for Management

